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8 SEP 1970

MEMORANDUM FOR: Chief, Executive and Planning Division

SUBJECT : Proposed Notice on Agency Management Improvement Program

1. In response to your request of 3 September 1970 the following comments on this proposed notice are submitted:

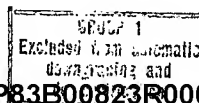
(a) Section IV - Procedures, paragraph (1) states that the cost reduction proposals will be submitted by 30 June for the coming fiscal year. It would, therefore, appear that any cost reduction would necessarily be taken on the budget estimate level submitted the previous September since fund levels of the operating budget would not be set by that time. This should be clarified.

(b) Section IV, paragraph 2d(6) states that reductions in costs due solely to over estimates in budgetary requirements cannot be considered for cost reduction. It would appear to be difficult to determine of what an over estimate consists. Since estimates are made months in advance the workload changes occur due to change in emphasis and an over estimate may actually be a cost reduction due to change in priorities and be applied elsewhere.

(c) Carrying cost reductions forward to the two succeeding years appears to be compounding cost reduction figures. Incorporation of cost reductions which are applied elsewhere into a budget submission would appear to be superfluous unless they were placed in accomplishments and objectives to show change in program emphasis.

(d) Section VIII - Awards, paragraph (1), states that memoranda of transmittal should indicate whether the Deputy Director intends to recommend any individuals for incentive

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awards in connection with past years accomplishments. It would appear that procedures should provide for recommendations to be made by the component operating officials since they would be required to determine at what level this proposal was made and if it was made by a management official in line of duty.



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Chief, Administration and Training Staff

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TRANSMITTAL SLIP		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS:		
<p><i>There were no comments from: IOS, PS, SSC, PTOS and SRS.</i></p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

TRANSMITTAL SLIP		DATE
TO:		
Chief, EPD		
ROOM NO.	BUILDING	
506	Mag.	
REMARKS:		
<p><i>CS</i></p>		
FROM:		
C/A&TS		
ROOM NO.	BUILDING	
4E-69	Headquarters	

FORM NO. 241
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